



Governor Steve Bullock

# Montana Department of LABOR & INDUSTRY

Workforce Services Division, Sidney Job Service Workforce Center

## JSEC Quarterly Newsletter

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October 2013

### Profiting From Safety

Montana's workers compensation costs are among some of the nation's highest, but millions can be saved if more businesses improved their safety. On Tuesday, November 5th the Sidney JSEC is hosting free workshop for area businesses. Fred Miller, Safety Specialist from the Montana Department of Labor & Industries Safety & Health Bureau will be presenting "Profiting From Safety". This one hour class shows specific steps businesses can take to reduce work comp costs by creating a safe work environment. He will explain why it's important to make safety a priority, and how implementing a safety culture dramatically impacts the bottom line. This class will also review workers comp group rated plans and offer tips for further reductions in work comp premiums.

In the second hour, Fred will assist those interested in downloading a free written safety plan. We ask that you bring your own laptop computer with wireless capability. A safety plan is the first step in creating an effective safety culture. We encourage you to attend both or if time only permits you to attend one, that is fine too.



211 N. Central Ave.  
Sidney MT 59270  
406-433-1204

#### Office Hours:

Mondays  
10 AM - 5 PM

Tuesdays - Fridays  
8 AM - 5 PM

#### Upcoming Holiday Office Closures for Job Service:

Oct. 14 Columbus Day  
Nov. 11 Veterans Day  
Nov. 28 Thanksgiving  
Dec. 25 Christmas

### **November 5th**

**Eastern Ag Research Center - MSU**  
**1501 N. Central Ave, Sidney MT**  
**8:30 - 9:30 AM "Profiting From Safety"**  
**9:30 - 10:30 AM Safety Writer**

**Please RSVP to Sidney Job Service**  
**406-433-1204**  
**by October 31st**  
**Email: [sidneyjs@mt.gov](mailto:sidneyjs@mt.gov)**



## Fourth Annual Eastern Montana 2013 Stand Down

The Fourth Annual Eastern Montana Stand Down was held on Saturday, September 14th in Poplar, Montana. This was the first Eastern Montana Stand Down held as a cooperative Tribal and State effort and the first to be held on a reservation. The Fort Peck Community College offered valuable support as well. Nearly twenty vendors and service providers were on hand to assist 129 veterans and their families connect with available services. Military surplus clothing, boots, winter clothing, and sleeping bags were free to the veterans and family members. The Native American Relief Council from South Dakota also contributed soaps, non-perishable foods, and personal care kits. Job Service staff from Miles City, Glendive, Sidney, Wolf Point, and Glasgow were on hand to register participants, helped serve breakfast and lunch as well as set-up and clean-up. The Retired Senior Volunteer Program (RSVP) helped to coordinate the 120 volunteers for the day. This was also the first year that a job fair was held at the site. There were 14 employers who attended the combined job fair looking to hire qualified veterans. Thank you to everyone who helped make the event a huge success. Next year's Stand Down will be held in Glendive.



## Montana State Minimum Wage Increases in January

On January 1, 2014, Montana's minimum wage will be increasing from \$7.80 per hour to \$7.90 per hour. Montana is one of 18 states that have a higher minimum wage than the national minimum wage of \$7.25. Information relating to Montana's minimum wage and other wage-related issues may be found at the website below.



Labor Standards Bureau  
[www.mtwagehourbopa.com](http://www.mtwagehourbopa.com)

Montana Department  
of Labor and Industries

Employment Relations Division

## Learning Volunteers for Adults

Learning Volunteers for Adults (LVA) of Richland County is a non-profit community based organization working to help adults improve their basic literacy skills. This group of trained volunteers work one on one with individuals to improve their reading, writing, math, and basic technology skills to help the individual better able to function in today's society. They also assist in preparation for the GED, US Citizenship test, and English as a second language. All services are confidential and free of charge. If you know someone who may benefit from LVA, have them contact Bernie Braden, at 406-480-1971 or the Richland County Library 406-433-1917 to make an appointment.

## Free Posters !!!!

*The New 5 in 1 Posters are available*

**FREE**  
**at Sidney Job Service.**

## JSEC - A Community Asset

The Job Service Employer Committee (JSEC) is a powerful tool that ensures effective use of your tax dollar, influences how Job Service works, taps into educational and training resources, impacts programs to meet business needs, and provides a statewide network among employers.

The Sidney JSEC serves as an advisory board to Job Service, which has been proven to be a productive and effective public/private partnership. JSEC basically is local business people identifying and addressing the needs of their fellow business community members. Members provide input to ensure the courses taught adequately prepare students for the real world of work.

Sidney JSEC have sponsored low-cost, educational seminars right in town, saving travel and per diem dollars. If you have a need for a special training or know of a speaker you feel would be an asset to bring into our area, please let one of the JSEC members know.

The JSEC continually seeks ways to contribute to the economic well-being of the surrounding area.

***The next meeting is November 6th at noon at The Fringe located at the Sidney Country Club. We hope you will join us!***



## Virtual Job Fair

Sidney JSEC's first Virtual Job Fair was held September 9-20, 2013 with a total of 11 area employers participating. The Virtual Job Fair link was visited by 190 job seekers through the Sidney Job Service website. Job seekers were then able to select the employers' profile page where employers posted general information about their business, listed current job openings as well as links to apply online to their company. Employers had the option of having Job Service staff video record them as they gave a brief presentation of their company and current employment needs.

If you would like to participate in the next Virtual Job Fair, contact the Sidney Job Service.

## JSEC Members

**Wade VanEvery**  
Sidney Chamber of Commerce

**Lisa Aisenbrey**  
Sidney Health Center

**Cheryl Van Every**  
Stockman Bank

**Heather Cotter**  
Sidney Public Library

**Cheryl Peterson**  
Sidney Job Service

**Fred Lake**  
Blue Rock

**Crystal Denton**  
Microtel Inn & Suites

**Vernette Torgerson**  
Wood Group PSN

Our goal for the JSEC newsletter is to provide businesses with helpful information. If you have any requests please contact a JSEC member.

The newsletter is emailed to as many businesses as possible. If you received the newsletter by mail and have a current email please contact Job Service with the updated information.



**MT DEPARTMENT OF LABOR & INDUSTRY**

**SIDNEY JOB SERVICE**

Phone: 406-433-1204

Fax: 406-433-7453

211 N Central Ave Sidney MT 59270



The information provided herein is general in nature and intended as a guide only. It is not intended as a substitute for legal advice, to dictate policy, provide direction to your organization or to remove you from the responsibility or addressing your personnel issues. It is recommended that you seek independent legal advice from an appropriate professional to make sure that the general information provided applies to your

## Unemployment Fraud



UI Fraud is a crime which affects everyone. It drives up the cost of UI taxes for businesses and causes frustration for law-abiding employers and workers.

The Montana Department of Labor and Industry takes UI Fraud very seriously; all reports of potential, alleged, or suspected fraud are thoroughly reviewed and investigated accordingly. Those found to have committed UI fraud are subject to penalties and/or criminal prosecution.

If you suspect someone is committing UI fraud, you may also contact a fraud investigator by phone at (406) 444.1709; by email at [dliuidci@mt.gov](mailto:dliuidci@mt.gov); or, by fax at (406) 444.6651. No matter how you report information or your suspicions, YOU MAY REMAIN ANONYMOUS if you wish. For more information go to: <http://uid.dli.mt.gov/fraud/reportfraud.asp>

**August 2013 Unemployment rates:**

**National: 7.3%**

**Montana: 5.3%**

**Richland County: 2.2%**

## Hiring Process

Employers are faced with the most costly part of doing business when it comes to employees. Hiring the “wrong” person for a job is very costly. That why it is important that employers follow a process that will provide the best opportunity to select people who will have success in performing the job. There is a hiring sequence that serves as a guide in the hiring process.

- ◆ Define the duties and what it takes to do them
- ◆ Create a recruitment plan
- ◆ Advertise the job opening
- ◆ Develop a screening criteria
- ◆ Screen applicants
- ◆ Conduct the interview
- ◆ Check references
- ◆ Make the job offer to the successful candidate
- ◆ Welcome the new employee to your organization.